



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ARM

21 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Testing, Certification and Licensing Programs

1. Reference:

a. Department of Defense Directive 1322.8, Voluntary Education Program for Military Personnel, January 6, 1997.

b. AR 611-5, Army Personnel Selection and Classification Testing, 10 June 2002.

c. AR 611-6, Army Linguist Management, 16 February 1996.

d. AR 621-5, Army Continuing Education System, 27 February 2004.

e. AR 350-20, Management of the Defense Language Program, 15 March 1987.

f. AR 350-10, Management of Individual Training Requirements and Resources, 14 September 1990.

g. AR 15-6, Procedures for Investigating Officers and Boards of Officers, 30 September 1996.

h. Army Personnel Testing (APT), 15 July 2004, Test Control Officer (TCO) Handbook.

i. DANTES, Online version, Examination Program Handbook.

2. PURPOSE. This memorandum establishes policy to administer the ARNG Testing, Certification and Licensing programs by the State ARNG Education Services Office. It stands to promote testing, as an academic building tool, and supports ARNG Tuition Assistance and the GI Bill programs, assisting Soldiers in attaining their academic goals more efficiently. The Testing, Certification and Licensing program is the responsibility of the ARNG G1 and State G1's (AR 621-5). The State Education Services Office manages the program to safeguard test and develop procedures for collecting and processing test data.

3. IMPLEMENTATION. The ARNG Testing, Certification and Licensing Programs are based on Department of Defense requirements to develop a voluntary education program supporting Soldiers and family members and Army testing guidance. All personnel working in the State Education Office and at the ARNG Education Support Center (ESC) will have a

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basic knowledge of the duties and responsibilities associated with testing, for counseling purposes, as it is an integral part of the ARNG education service program. Testing, Certification and Licensing are authorized supplements in the education program. All States, Puerto Rico, the Virgins Islands, Guam and the District of Columbia and other support agencies must administer examination programs for the ARNG.

4. TESTING PROGRAMS. There are testing opportunities offered at National Test Centers (usually colleges); the Education Service Office at each state; the Distributive Training Technology Project classrooms located in the 50 states and four territories as well as most DOD (Active and Reserve components) sites. Tests range from certification exams and college-credit-by-examination programs to language aptitude and military classification tests. Most testing is under the auspices of the Defense Activity for Non-traditional Education Support (DANTES) or the Army Personnel Testing Program (APT). Education Services Officers of all States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia provide day-to-day administration and supervise coordination of the testing programs for the ARNG. Testing Programs are:

- a. Army Personnel Testing (APT) military only.
- b. Defense Activity for Non-Traditional Education Support (DANTES).
- c. Miscellaneous (Functional Academic Skills Training).

5. TESTING CENTER OPTIONS. Military Personnel, family members and eligible civilian employees are eligible to test. A list of test center options and descriptions listed at Appendix A.

6. APT (Military Only). The APT program governed by AR 611-5 and the Army APT Test Control Officer Handbook. Testing policy unique to language testing is in AR 611-6 and AR 350.20. The APT program covers administration of four categories of personnel tests, constituting 13 types of tests. The Army Personnel Testing Program Test Control Officer Handbook, 15 July 2004, provides information regarding the tests and a list of all tests found under each category. The Handbook also contains ordering instructions. The most current listing of APT test found at the ACES web site (<https://www.aces.army.mil/>). The username and password to access the site are:

USERNAME: acesteam1
PASSWORD: eLUCIDation99

- a. Test and components arranged alphabetically within the categories indicated.
 - (1) Officer Testing Alternate Flight Aptitude Selection Test (AFAST).

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(2) Aptitude Testing.

(a) Armed Forces Classification Test (AFCT).

(b) Armed Services Vocational Aptitude Battery (ASVAB).

(3) Language and Aptitude Test.

(a) Defense Language Aptitude Battery (DLAB).

(b) Defense Language Proficiency Test (DLPT I).

(c) Defense Language Proficiency Test (DLPT II).

(d) Defense Language Proficiency Test (DLPT III).

(e) Defense Language Proficiency Test (DLPT IV).

(f) Defense Language Reading Proficiency Test (DLRPT).

(4) Classification Tests.

(a). Auditory Perception Test (AP) (Formerly the Morse Code).

(b) Typing and Dictation Test.

7. Procedure for requesting testing and retesting.

a. Soldier initiates a DA Form 4187, Request for Personnel Action.

b. The Commander/Readiness NCO/Unit Administrator signs the request and the soldier forwards the document to the Education Services Staff.

c. ESO personnel verify that the soldier is eligible for testing using record data from the MILPO or J1 Office. ESO passes test request to TCO to establish a test date. Note: The ESO and TCO could be the same person.

d. The TCO sets a test date, place and time for testing and notifies the soldier.

e. Upon completion of testing, the TCO provides the soldier, the ESO and the Unit Administrator a copy of the score for record update (the Unit Administrator sends a copy of the test score document to the MILPO for records maintenance and finance for pay update).

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- f. Approval for re-testing is set forth in the applicable regulation.
- g. Request for re-testing as an exception to policy forwarded through:

Army National Guard Readiness Center
Attn: NGB-ARM-EI Education and Incentive
Testing, Certification and Licensing
111 South George Mason Drive
Arlington, VA 22240

8. DANTES (Voluntary Educational Testing). Defense Activity for Non-Traditional Education Support (DANTES) mission, is to support the voluntary education programs of the Department of Defense (Military Services) and to conduct special projects and development activities in support of education-related functions of the Department. ARNG Soldiers, their spouses and civilian employees may benefit from free testing opportunities and save valuable time and money as well as receive college credit and/or promotion points. Test Control Officers must adhere to all requirements set forth in the DEPH after receiving training at the DANTES TCO course. For more information on DANTES testing programs go to the web site at www.dantes.doded.mil or phone 850-452-1063 or e-mail exams@voled.doded.mil.

a. Military Services administer DANTES test in accordance with the DANTES Examination Program Handbook (DEPH). This reference provides examples of all DANTES forms, describes test content, and sets forth administration, re-test, and security procedures. Most commonly available tests include:

- (1) General Education Development (GED).
- (2) College Level Examination Program (CLEP).
- (3) DANTES Subject Standardized Test (DSST).
- (4) Assessment Test (ACT).
- (5) Scholastic Assessment Test (SAT).
- (6) Excelsior College Examinations (ECE).
- (7) Graduate Record examination (GRE).
- (8) Graduate management Admission Test (GMAT).
- (9) Law School Admission Test (LSAT).

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(10) PRAXIS I.

(11) PRAXIS II.

b. Certification/Licensing. The ARNG via DANTES provides several Certification/Licensing programs. The ARNG Certification/Licensing Program via DANTES has many agreements with nationally recognized certification associations. A few skills Soldiers may obtain a license and/or certification from an association to identify a skill set for their Military Occupation Specialty (MOS) in the Army pertain to Medical, Computer Technology, Aviation, Communication and Administration. Soldiers receive one free certification per military career. The reimbursement policy information, is located at <http://www.dantes.voled.mil/>.

c. Troops to Teachers (TTT). TTT is a cooperative program, between the Department of Education and the Department of Defense, offering support for eligible military personnel transitioning to a new career, as public school teacher. Most States require teachers to take the PRAXIS certification examination. Soldiers can take one of the PRAXIS I and one of the PRAXIS II exams free at any military education test center. Visit the DANTES web site and scroll to the troops-to-teacher link.

d. Spouses to Teachers is a pilot project designed to assist spouses of active duty military in their pursuit of K-12 teaching positions in both public and private schools in the U.S. The pilot states will provide information, counseling and guidance to eligible spouses regarding teacher certification requirements, routes to certification, employment potential, and financial assistance. More information about Spouse to Teachers is found at www.spousetoteachers.com.

e. C.O.O.L. (Credentialing Opportunities On-Line) is a resource for Soldiers who want to know what civilian credentials relate to their MOS and how to obtain them. COOL explains how Army Soldiers can meet civilian certification and license requirements related to their Military Occupational Specialty (MOS). The COOL web site is located at www.cool.army.mil.

9. MISCELLANEOUS TESTS. Additional tests include college placement, make-up exams, interest inventories, and some basic skill examinations.

a. English language testing (required for Soldiers who need English as a Second Language).

b. American language Course Placement Test (ALCPT).

c. English Comprehension Level Test (ECLT).

10. FUNDING. Reimbursement for testing, Certification and Licensing established as follows:

a. Certification.

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(1) The Active Duty GI Bill. Department of Veterans Affairs (DVA) will reimburse for a license or certification using the Active Duty GI Bill. To receive this benefit you must complete VA Form 22-1990 (application) and VA Form 21-4138 (reimbursement). This benefit does not currently apply to the Reserve GI Bill or Reserve Education Assistance Program. VA Web Site WWW.GIBILL.VA.GOV

(2) Tuition Assistance. See ARNG Federal Tuition Policy for policy guidance on available funds.

(3) Reimbursement. DANTES provides reimbursement to ARNG candidates who take professional certification exams related to their MOS. The Soldier completes the DANTES Funded Certificate Examination Form; gets a signature from the Test Control Officer (TCO) and sends the form, along with a copy of the actual official score, to DANTES for reimbursement. The form and additional information can be founded at http://www.dantes.doded.mil/dantes_web/certification/ARNG_Proc.htm.

(4) Funded Pilots. DANTES certification and licensure programs offer free certification examinations to the service member. The Federal Communications Commission, Federal Aviation Administration and Microsoft are agencies sponsoring free certification examinations for the military member through DANTES. Tests paid up front by the vendor. Soldiers need only to register at http://www.dantes.doded.mil/dantes_web/certification/index.htm?Flag=True by scrolling to select funded pilot program.

b. Testing.

(1) Active Duty GI Bill. Department of Veterans Affairs will reimburse for national test for admission to institutions of higher learning. These tests include, but are not limited to; the Law School Admission Test (LSAT), Graduate Record Exam (GRE) and Scholastic Aptitude Test (SAT). National tests such as College-Level Examination Program (CLEP) Excelsior College Exams (ECE) are included as well. This benefit does not apply to the Reserve GI Bill.

(2) Tuition Assistance. Tuition Assistance authorized for credit by examination in college test out programs (i.e. CLEP, DSST, ECE exams) applied to a degree program. Credit is not awarded for the same course more than once. For example, if a student takes U.S. History as a college course (class attendance) they cannot take the same course as a credit by exam) to satisfy degree requirements.

(3) Military Test Centers. Most tests offered at Military Test Centers are free for eligible military personnel and on a limited funded basis to eligible civilians. CLEP and DSST (DANTES Subject Standardized Test) offered free to the soldier and the spouse. Civilian may use other programs on an unfunded, space-available basis.

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(4) National Test Centers. Soldiers, family members and civilians of the ARNG may test on a reimbursement basis on the CLEP, DSST, and ECE at National Examination Centers. Some examples of National Test Centers are Thomson Prometrics, Sylvan Learning Centers, Kaplan and ETS.

11. OPENING A TEST ACCOUNT OR CENTER. Consult the DEPH examination handbook for DANTES centers and the APT handbook for Army test center requirements. Submit request to NGB (Testing, Certification and Licensing Program Manager) with reason for the request.

12. TRAINING REQUEST FORMAT. Submit in e-mail to NGB Testing and Certification Manager with the information requested in APPENDIX B.

13. QUARTERLY REPORTS. All ARNG TCOs are required to submit to NGB a quarterly status report of exams given (both DANTES sponsored exams and APT). The status report will include title of exam and number of exams given. December, March, June, and September are the quarterly reporting months. ESO must maintain a local log and have it available during state assistance visits.

14. COMPROMISES. The TCO will immediately notify the chain of command upon discovery of a possible test compromise. The state Education Service Officers will report the possible test compromises to NGB Testing, Certification and Licensing Program Manager. The Testing, Certification and Licensing Program Manager will help facilitate to determine whether a compromise has occurred. If an investigation warrants, the unit commander will conduct investigations in accordance with established procedure listed in AR 15-6. Upon completion of all investigations, forward a sent through the chain of command to NGB-ARM-EI.

15. TEST CONTROL OFFICER/ALTERNATE TEST CONTROL OFFICER (TCO/ATCO).

a. TCO/ATCOs appointed or relieved in writing.

b. Mobilizing TCOs must notify (telephonically or e-mail) the Program Manager for Testing, Licensing and Certification at NGB upon notification of mobilization and provides a POC. Include name, phone and e-mail for the unit that will be responsible for testing while the TCO is away.

c. The appointment/relief of a TCO/ATCO made IAW the instructions contained in AR 611-5.

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- d. One copy of the written appointment or relief of the TCO or ATCO orders forwarded to:

NGB-ARM-EI:

Army National Guard Readiness Center

Attn: NGB-ARM-EI Education and Incentive

Testing, Certification and Licensing

111 South George Mason Drive

Arlington, VA 22240

e. TCO shall verify classroom operability 30 minutes prior to testing start time. TCO/ ATCO assigned to the 54 states and territories will abide by the guidance set forth in the DANTES Examination Program Handbook (DEPH) and AR 611-5 for Army Personnel Testing. Only TCO, ITCO, and ATCO AUTHORIZED to order material from Test centers. Examiners and proctors will not order test materials or sign reimbursement forms for ARNG Soldiers.

f. The TCO shall have working knowledge of Microsoft Windows, Internet Protocol and Automated Data Processing Equipment (ADPE) operations.

g. An incoming TCO/ITCO must inventory all test materials at the time appointment orders signed. A copy of the inventory forwarded to required agencies and NGB-ARM-EI.

h. The TCO is ultimately responsible for the testing, certification and licensing program.

16. DISTRIBUTIVE TRAINING TECHNOLOGY PROJECT (DTTP). Registration for the DTTP classrooms is automated. TCO will use the automated process or conform to rules establish by the Division of Information Management (DIOM) when testing occurs in the DTTP classrooms. The DTTP support roles identified as follows:

a. DTTT Site Administrators shall serve as the first line of technical support for the TCO when testing is scheduled in the DTTP classrooms.

b. DTTP Site Administrators shall support all scheduled events in case of technical malfunctions (e.g., problem resolution).

c. DTTP States will provide site administrative support personnel.

17. MARKETING. Promote the testing program using displays throughout Armories and Guard headquarters frequented by Soldiers. Command briefings will include education information that promotes testing to enhance Tuition Assistance and MGIB benefits.

18. STAFF ASSISTANCE VISITS. The Education team at National Guard Bureau will schedule staff assistance visits to the states and territories.

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19. POINT OF CONTACT. Ms. Laura Greenfield (laura.greenfield@ngb.army.mil) DSN 327-9757 or 703-607-9757.



RORY T. FROEHLICH
COL, EN

Chief, Personnel Programs, Manpower
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APPENDIX A
TESTING CENTER OPTIONS

Test Center Options	Description
College Campus Test Centers	Located on most college campuses may restrict testing to students admitted to or enrolled at the institution. Registration fees normally apply. Reimbursement not authorized for registration fees. Contact your Educational Services Staff or visit the virtualarmory web site at: www.virtualarmory.com and select 'EDUCATION'. Scroll to 'Free testing, certification and licensing' and follow the collegeboard link listed here (www.collegeboard.com/clep/) to the web site. Select 'Tools' and follow the link to a list of test centers.
National Test Centers	Located at most Thomson Prometrics, Sylvan Learning Centers, Kaplan and ETS testing offices. These private centers test anyone who properly registers, including military personnel. These centers generally administer exams on a regular basis. Registration fees may apply. Reimbursement not authorized for registration fees.
Military Education Test Centers	Located at most other Services education offices actively promote testing services to members of the U.S. Armed Forces. Appropriate military identification is required for testing. Registration fees normally do not apply. Contact your Educational Services Officer or visit the DANTES Web site at: www.dantes.doded.mil .
Military Friendly Test Centers	Located on college campuses, at national test centers and military education test centers. Each promotes testing services to members of the U.S. Armed Forces. Appropriate military identification is required for testing. Reimbursement and/or registration may or may not apply, check prior to testing. Contact your Educational Services Staff or visit the virtualarmory web site at: www.virtualarmory.com and select 'EDUCATION'. Scroll to 'Free testing, certification and licensing' and follow the collegeboard link listed here (www.collegeboard.com/clep/) to the web site. Select 'Tools' and follow the link to a list of test centers.

APPENDIX B

TCO/ATCO TRAINING REQUEST INFORMATION

(Send this information to NGB Testing, certification and licensing manager to request a school seat for TCO or alternate at either APT or DANTES)

Account number-
Name-
Rank-
SSN-
Mil Svc-
Unit-
Duty Location-
Degree-
DSN-
Commercial-
E-mail-
Position-
Replacement for-
Delete orders for-
Location of testing facility-
Training request date (TCO Workshop)-
ESO Request (Signature Block)-
NGB Approval (Signature Block)-